

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0446255
POSITION NO: 242402
CLASS CODE: 3792

Date Posted: 03/12/12
Closing Date: OUF

POSITION TITLE: COMMUNITY HEALTH NURSE
DEPARTMENT NAME: Office of Special Education and Rehabilitation Services
DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, Arizona
WORKS DAYS/HOURS: POSITION TYPE: GRADE: S66A
Days: Mon-Fri Permanent: ☒
Hours: 8:00AM - 5:00PM Temporary: ☐ Duration: \$ 51,792.00 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 24.90 Per Hour

DUTIES AND RESPONSIBILITIES:

Serves as a Child Care Consultant to the Quality First early care and education sites including Head Start programs located on the Navajo Nation and enrolled in Quality First, in the areas of early education, health, a safety. Accepts referrals and coordinates with Quality First coaches and participates in long term quality improvement activities related to health and safety or short tem expert mode consultation. Plans collaborative health and safety consultation from the outcomes of assessment using tools/checklists from credible resources. Conducts on-site health and safety observational assssments and assists in collaborative consultation and guidance in prioritizing goals and raising the level of quality in identified health and safety areas. Provides technical assistance and training to promote practices for healthy and safe environments. Refers child care programs to resources which provide specialized training and consultation to compliment other areas of expertise such as mental health. Promotes up-to-date immunizations for children by conducting reviews of records of children 0 - 5 enrolled in Quality First as part of the quality process or in response to the occurrence of a vaccine preventable disease. Identifies resources for health screenings including BMI, hearing, vision, development and oral health which are indicated by health status of children concerns of child care care staff. Refers child care and Head Start providers and families to appropriate health services, i.e., WIC, food bank, rent assistance. Provides mental health and behavioral health consultation, training or referral for families, children and child care providers. Provides health and safety education and refers family to nutrition resources, asthma support programs, oral health programs, etc., which may be providing services in the community. Assists the Quality First sites with Emergency Preparedness by reviewing emergency plans as required by applicable regulatory agency and according to the Arizona Health and Safety Policy manual. Attends required training for CCHC, Extranet, Carefacts software and other required trainings. Documents visits and time into Carefacts and submits monthly and quarterly reports.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Nursing; and

Experience:

Two (2) years experience in the public health nursing field; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diplomas, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge with health and safety requirements for child care centers and Head Starts. Knowledge of resources for health services for families who have children birth to age 5.

License/Certification Requirements:

Valid Drivers License (State) and must acquire a tribal permit within thirty (30) days of employment.

Must possess current licensure as a Registered Professional Nurse (R.N.) in assigned State (Arizona, Utah or New Mexico) **or** current multi-state licensure in a nurse compact state and a valid state driver's license. Within 90 days of employment incumbents who possess current multi-state licensure must obtain licensure in assigned state (Arizona, Utah or New Mexico); and obtain a Navajo Nation Vehicle Operator's Permit & Cardiopulmonary Resuscitation (CPR) Certification.

VETERANS' PREFERENCE APPLIES

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE
NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

Revised: 1-15-99